

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

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| Position Title: Community Action Program for Children (CAP-C) | Date Created: January 2008 |
| Job Class 3 | Date Revised: April 2020 |

Immediate Supervisor: Early Learning Program Lead

Position Summary: Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the UNFC Board of Directors and Executive Director, under the daily supervision of the Early Learning Program Lead.

Purpose of Position: The CAP-C Program Worker will assist in the planning, organizing and implementation of all activities and tasks relating to the Program for Urban Indigenous children from the ages of 0-6 years and their families through the provision of holistic, healing and preventative services to participants in a nurturing and caring environment.

Qualifications:

- Post-secondary Diploma in the Early Childhood Education or education in Social Services
- 1-2 years' experience working with children age 0-6
- Experience in working with Indigenous children and families
- Experience in program development of children
- Excellent communication and public relations skills
- Knowledge of Indigenous culture and practices
- Excellent group facilitation skills
- Work as a team member as well as an individual
- Ability to work with minimal supervision
- Knowledge of the Ojibway language would be an asset
- Valid driver's license and access to own vehicle
- Current First Aid/CPR & WHMIS certifications

Job Duties and Responsibilities:

1. Administer the day to day implementation of the project and project objectives
2. Plan, organize and implement all activities and tasks relating to the Community Action Program for Children
3. Implement all aspects of the project as per the funding agreement
4. Maintain communication and a working relationship with community service providers, children, parents, elders and other aboriginal groups directly involved with the project
5. Document the methodology and results of each activity
6. Be a positive role model within the community and promote the program
7. Perform other such duties as may be assigned from time-to-time

Accountability:

1. Daily tracking of activities/client statistics
2. Establish ongoing client intake process
3. Prepare and submit quarterly and monthly Board reports and newsletter items
4. Submit program evaluation reports and annual narrative reports as necessary

Program Specifications:**1. Program Components:**

- Promote healthy development of Children, providing developmentally appropriate activities and programs specifically for children
- Strengthening and supporting family units using cultural processes
- Provide prevention programs for high-risk families with respect to issues of fetal alcohol effect/syndrome, solvent abuse and family dysfunction
- Provide direct service and support to single parent families with respect to issues such as child development, infant stimulation, role modeling and discipline
- Provide access to an Indigenous community resource inventory regarding issues identified by the urban Indigenous community
- Assist in flexible approaches to service delivery which result in inclusion of the Indigenous client groups in urban communities (i.e. street kids, substance abusers).

2. Information:

- Maintain contact with community agencies, families and groups
- Respond to information requests regarding the Program
- Maintain information and resource materials beneficial to programme users
- Update and/or maintain program health and safety procedures on a regular basis
- Maintain regular and effective verbal and written communication with the Team Lead.

4. Professional Development:

- Participate in OFIFC training sessions as required
- Access OFIFC field support as required
- Identify training and professional development needs as required

Evaluation:

The position will be evaluated after completion of a three and six-month probationary period and on an annual basis thereafter. It will be based of the UNFC Standard of Performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the United Native Friendship Centre's Child Care Centre.

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| Employee Name: | | |
| Employee Signature: | | Date: |